

**PERSONNEL AND TRAINING BUREAU  
TRAINING DIVISION**

**TRAINING NOTICE**

September 28, 2012

12.1.1

**TO:** All Concerned Commanding Officers

**FROM:** Commanding Officer, Training Division

**SUBJECT:** 2013 TRAINING COORDINATION UNIT TRAINING SCHEDULE

The Training Coordination Unit (TCU) will be holding the following schools for 2013. Please submit nominations including the last and first names, rank/paygrade and serial number on an Intradepartmental Correspondence, Form 15.2, to Sergeant Jerry Chaney, Officer in Charge, TCU, Training Division, by mail (Stop 412).

**Civilian Supervisor School**

This school is a 40-hour course designed to provide civilian supervisors training on a variety of topics likely to be encountered by any Department supervisor, but with a focus on civilians. Topics covered include leadership, discipline, civil service rules, civilian MOUs and civilian responsibilities during unusual occurrences, and others. Interested individuals are encouraged to request nomination for the course by their Commanding Officer to the Director, Police Training and Education.

This school is scheduled to be held on the following dates:

|               |                                     |
|---------------|-------------------------------------|
| DP 1 – Week C | January 7 through January 11, 2013  |
| DP 3 - Week C | March 11 through March 15, 2013     |
| DP 4 - Week D | April 15 through April 19, 2013     |
| DP 6 - Week D | June 10 through June 14, 2013       |
| DP 9 - Week C | August 19 through August 23, 2013   |
| DP 12 -Week A | November 4 through November 8, 2013 |

**Narcotics School**

This school is designed to provide field officers with the most current information available concerning drug identification and narcotics investigations. This school is a 40-hour course that is designed for patrol officers, particularly those officers assigned to a narcotics detail.

This school is scheduled to be held on the following dates:

|               |                                     |
|---------------|-------------------------------------|
| DP 1 – Week C | January 14 through January 18, 2013 |
| DP 3 - Week D | March 18 through March 22, 2013     |
| DP 5 - Week D | May 13 through May 17, 2013         |
| DP 7 - Week D | July 8 through July 12, 2013        |
| DP 9 - Week C | August 26 through August 30, 2013   |
| DP 11- Week C | October 21 through October 25, 2013 |

### **Supervisor School**

This school is POST mandated for those individuals who are on the list to be promoted to sergeant. This is a 160-hour course designed to teach officers the fundamentals of supervision and how to become an effective leader. This course requires the students to problem solve various scenarios that they may encounter working in a patrol assignment.

This school is scheduled to be held on the following dates:

|                 |                                      |
|-----------------|--------------------------------------|
| DP 2 – Week A-D | January 28 through February 22, 2013 |
| DP 4 - Week A-D | March 25 through April 19, 2013      |
| DP 6 - Week A-D | May 20 through June 14, 2013         |
| DP 9 - Week A-D | August 12 through September 6, 2013  |
| DP 11 -Week A-D | October 7 through November 1, 2013   |

### **Vice School**

This school is a 40-hour course designed to provide officers with the most current information available concerning vice investigations. Commanding Officers are encouraged to nominate only supervisors and officers assigned to vice details.

The school is scheduled to be held on the following dates:

|               |   |
|---------------|---|
| DP 2 – Week C | February 11 through February 15, 2013   |
| DP 4 - Week C | April 8 through April 12, 2013          |
| DP 6 - Week C | June 3 through June 7, 2013             |
| DP 8 - Week D | August 5 through August 9, 2013         |
| DP 10 -Week C | September 23 through September 27, 2013 |
| DP 13 -Week A | December 2 through December 6, 2013     |

### **Watch Commander School**

This is a 40-hour course designed for lieutenants, sergeants and civilian personnel assigned to watch commander positions. Some of the topics covered include Watch Commander Operations, use of Force Police and Reports, Risk Management, Crime Scene Management, Crime Scene Management, Domestic Violence, and the Field Training Program.

The school is scheduled to be held on the following dates:

|               |   |
|---------------|---|
| DP 1 – Week B | January 7 through January 11, 2013      |
| DP 3 - Week B | March 4 through March 8, 2013           |
| DP 5 - Week B | April 29 through May 3, 2013            |
| DP 7 - Week B | June 24 through June 28, 2013           |
| DP 10 -Week B | September 16 through September 20, 2013 |
| DP 12- Week A | November 4 through November 8, 2013     |

All Concerned Commanding Officers

Page 3

12.1.1

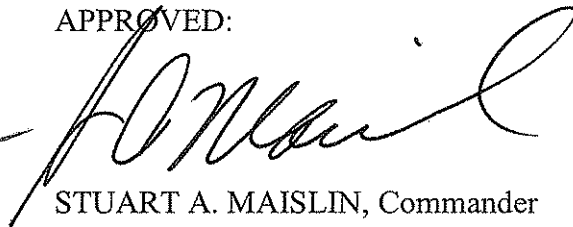
Command Development schedule is provided by Police Training and Education Division.  
California State University Long Beach (CSTI) schedule is provided during the month of March.  
Supervisory Leadership Institute (SLI) schedule is provided by CSTI.

\*\*\*Schedules for Command Development, California Specialized Training Institute (CSTI), and  
SLI are not available at this time\*\*\*

APPROVED:



MICHELLE VEENSTRA, Captain  
Commanding Officer  
Training Division



STUART A. MAISLIN, Commander  
Assistant Commanding Officer  
Personnel and Training Bureau

# 2013 Training Coordination Unit Training Schedule

Phone: (213) 485-3161 FAX: (213) 485-1190

| Course Dates     | HRS | DP | Course Title               | Student<br>Nomination<br>Due | POST Course<br>Number |
|------------------|-----|----|----------------------------|------------------------------|-----------------------|
| January 7-11     | 40  | 1  | Watch Commander School     | 12-6-12                      | 1850-10820            |
| January 14-18    | 40  | 1  | Narcotics                  | 12-6-12                      | 1850-32651            |
| January 14-18    | 40  | 1  | Civilian Supervisor School | 12-6-12                      | N/A                   |
| Jan. 28-Feb. 22  | 160 | 2  | Supervisor School          | 12-21-12                     | 1850-00400            |
| February 18-22   | 40  | 2  | VICE                       | 1-4-13                       | 1850-33710            |
| March 4-8        | 40  | 3  | Watch Commander School     | 2-1-13                       | 1850-10820            |
| March 11-15      | 40  | 3  | Civilian Supervisor School | 2-1-13                       | N/A                   |
| March 18-22      | 40  | 3  | Narcotics                  | 2-1-13                       | 1850-32651            |
| March 25-Apr. 19 | 160 | 4  | Supervisor School          | 12-21-12                     | 1850-00400            |
| April 8-12       | 40  | 4  | VICE                       | 3-1-13                       | 1850-33710            |
| April 15-19      | 40  | 4  | Civilian Supervisor School | 3-1-13                       | N/A                   |
| April 29-May 3   | 40  | 5  | Watch Commander School     | 3-29-13                      | 1850-10820            |
| May 13-17        | 40  | 5  | Narcotics                  | 3-29-13                      | 1850-32651            |
| May 20-June 14   | 160 | 6  | Supervisor School          | 1-4-13                       | 1850-00400            |
| June 3-7         | 40  | 6  | VICE                       | 4-26-13                      | 1850-33710            |
| June 10-14       | 40  | 6  | Civilian Supervisor School | 4-26-13                      | N/A                   |
| June 24-28       | 40  | 7  | Watch Commander            | 5-24-13                      | 1850-10820            |
| July 8-12        | 40  | 7  | Narcotics                  | 5-24-13                      | 1850-32651            |
| Aug 5-9          | 40  | 8  | VICE                       | 6-21-13                      | 1850-33710            |
| Aug. 12-Sep. 6   | 160 | 9  | Supervisor School          | 3-15-13                      | 1850-00400            |
| Aug. 26-30       | 40  | 9  | Narcotics                  | 7-19-13                      | 1850-32651            |
| Aug. 26-30       | 40  | 9  | Civilian Supervisor School | 7-19-13                      | N/A                   |
| Sep. 16-20       | 40  | 10 | Watch Commander School     | 8-16-13                      | 1850-10820            |
| Sep. 23-27       | 40  | 10 | VICE                       | 8-16-13                      | 1850-33710            |
| Oct 7-Nov 1      | 160 | 11 | Supervisor School          | 3-15-13                      | 1820-00400            |
| Oct 21-25        | 40  | 11 | Narcotics                  | 9-13-13                      | 1850-32651            |
| Nov. 4-8         | 40  | 12 | Civilian Supervisor School | 10-11-13                     | N/A                   |
| Nov 4-8          | 40  | 12 | Watch Commander            | 10-11-13                     | 1850-10820            |
| Dec 2-6          | 40  | 13 | VICE                       | 11-8-13                      | 1820-33710            |